



STATE OF ALABAMA STATE BANKING DEPARTMENT



MORTGAGE LOAN FILE STACKING ORDER

(Processors should maintain items #1-25; Lenders & Brokers: #1-37; Servicers: #26, 28, 38-45)

The following documentation should be maintained in each borrower's file for the Examiner's review:

1. Loan Summary (Form 1008)
2. Lock in Agreement and Rate Sheet for that day (conforming); pre-grade sheet for non-conforming
3. Customer Broker Agreement (for brokered loans)
4. Initial Loan Application (Form 1003)
5. Final Loan Application (signed Form 1003)
6. Credit Report
7. Credit Report Invoice(s)
8. Verification of Employment/Self-employment, if required to Close
9. Verification of Income, if required to Close
10. Verification of Deposit, if required to Close
11. Verification of Mortgage/Rent, if required to Close
12. Credit Explanation Letters/Bankruptcy papers, if required to Close
13. Turned-Down Letters
14. Initial Good Faith Estimate (copies of all GFEs, plus documentation of changed circumstances)
15. Initial Truth in Lending Disclosure(s) (copies of all TIL's provided to borrower)
16. Servicing Disclosure
17. Borrower's Authorization to pull credit report
18. Notice of Right to Receive a Copy of An Appraisal
19. Equal Credit Opportunity Act Disclosure
20. Privacy Notice
21. Appraisal
22. Paid appraisal invoice (or copy of appraisal invoice and check used to pay it)
23. Title invoice(s)
24. Flood certification & Courier fees
25. Certificate of HECM Counseling, *if Reverse Mortgage*
26. Copy of *recorded* Mortgage
27. Copy of *recorded* Deed
28. Copy of the Note
29. Copy of the Real Estate contract (for purchases)
30. Copy of the Final *signed* HUD Settlement Statement
31. Copy of the Final *signed* Truth In Lending Disclosure
32. Notice of Right To Cancel (for refinances)
33. Copy of the Mortgage Broker's compensation check
34. Affiliated Business Disclosure (as required)
35. FBI Mortgage Fraud Warning Notice (A borrower-signed copy in every closed loan file.)
36. Explanation of Nontraditional Mortgage Products (An initialed copy for each nontraditional closed loan, except not required for 15 year fixed-rate or for traditional adjustable rate.)
37. Nontraditional Mortgage Payment Comparison (An initialed copy for each nontraditional closed loan, except not Required for 15 year fixed-rate or for traditional adjustable rate.)
38. Notice of Servicing Transfer ("Welcome Letter")
39. All Loan Modification(s)
40. All ARM Change Notices
41. Payment History (with allocation of Principal & Interest and declining Balance)
42. Invoices for Property tax and Insurance
43. Annual Escrow Statement(s) & PMI Notice(s)
44. Payoff Statement
45. Copy of the *recorded* Release